

**EXHIBIT G**

**Detailed Time Records for Marchand ICS Group**

# Invoice

**MARCHAND**  
**ICS GROUP**  
INTEGRATED  
COMMUNICATION  
STRATEGIES

**Marchand ICS Group**  
-Integrated Communication Strategies-  
PO Box 8168, San Juan, PR 00910  
161 San Jorge St., Suite 402-E, San Juan, PR 00911  
Tel. (787) 765-0444

DATE

INVOICE #

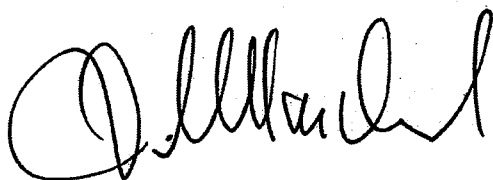
10/31/2017 ORC1017

**BILL TO:**

Official Retiree Committee  
in the Commonwealth of Puerto Rico  
Sr. José Marín, President  
San Juan, PR

Due on receipt

DESCRIPTION	AMOUNT
Professional Services for the Period from October 1 to October 31, 2017	
Conference Calls and Project Meetings	5,134.50
Content and Material Development and Project Management	3,812.50
Other non-recurring expenses	
*YOP Banquets/Services- Lunch Boxes for the Ordinary Meeting of the Official Retiree Committee on 10/24/2017	325.92
Menta Fresh Content- Website Creation	985.00
*Joe Colón Studio- Photo shooting session, of 9 individual portraits and 1 group photo, for the 9 members of the Official Retiree Committee (to be used on the official website of the Official Retiree Committee)	975.00
*Marchand ICS Group- 20% Industry-standard commission for subcontracted services	260.18



**TOTAL** \$11,493.10

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Professional Services for the Period from October 1 to October 31, 2017**

**Detail of Conference Calls and Project Meetings**

Fecha	Staff	Descripción	Horas	Rate	Value (\$)
10/12/2017	Jorge Marchand	Meeting with Héctor Mayol, Francisco del Castillo, Ferdinand Díaz and Male Noguera, and conference call with Jenner & Block to review materials prior to the meeting with the communications subcommittee and to discuss changes on the website.	1.40	175.00	245.00
10/12/2017	Ferdinand Díaz	Meeting with Héctor Mayol, Francisco del Castillo, Jorge Marchand and Male Noguera, as well as conference call with the Jenner and Block team, to discuss and review the materials and communications pieces to be presented to the communications sub-committee, and discuss about the website.	1.40	125.00	175.00
10/12/2017	Male Noguera (Media Manager)	Meeting with Héctor Mayol, Francisco del Castillo, Ferdinand Díaz and Jorge Marchand, and conference call with the team of Jenner & Block to discuss revisions to the ORC website.	1.40	95.00	133.00
10/17/2017	Male Noguera (Media Manager)	Meeting with Marchand ICS team, the communications subcommittee, Mr. Héctor Mayol and Mr. Francisco Del Castillo, to continue revising the website.	2.20	95.00	209.00
10/17/2017	Jorge Marchand	Meeting with the communications subcommittee to go over the work already done on web page and communication pieces. Prepare report on the meeting and send it for review.	2.20	175.00	385.00
10/17/2017	Ferdinand Díaz	Meeting with the communications subcommittee and with Mr. Mayol and Mr. Del Castillo, along with Marchand ICS team, to go over web page and the changes made on it and on the communication pieces.	2.20	125.00	275.00
10/18/2017	Jorge Marchand	Contact Melissa Root and discuss the changes that are being made to the Committee's web page.	0.30	175.00	52.50
10/20/2017	Mari Carmen Schell	Conversation with Male Noguera about content to be placed on the web page. Content writing and revisions.	1.50	110.00	165.00
10/20/2017	Male Noguera (Media Manager)	Conversation with Mari Carmen Schell about content to be placed on the web page.	0.50	95.00	47.50
10/20/2017	Jorge Marchand	Conference call with Mr. Héctor Mayol and Luis Benabe of Marketing Center, to define the process to obtain the sample of the research that will be carried out.	0.50	175.00	87.50
10/23/2017	Mari Carmen Schell	Follow-up conference call with Marchand ICS team and development of an agenda for the ORC meeting.	1.50	110.00	165.00
10/24/2017	Jorge Marchand	Attend to the ORC meeting and present the communications plan for approval. Coordinate the process of taking pictures of the 9 members of the ORC.	3.50	175.00	612.50
10/24/2017	Ferdinand Díaz	Attend the ORC ordinary meeting along with the Marchand ICS team.	3.50	125.00	437.50
10/24/2017	Male Noguera (Media Manager)	Presentation of the website to the Committee, Mr. Gordon and Jenner & Block team, and discussion of other issues related to the launch of the information campaign.	3.50	95.00	332.50
10/24/2017	Mari Carmen Schell	Attend the ORC ordinary meeting along with the Marchand ICS team.	3.50	110.00	385.00
10/25/2017	Ferdinand Díaz	Discuss with Hector Mayol and Francisco del Castillo the request made by Sgt. José Marin, president of the ORC, to place a tab on the webpage for the retirees to file individual claims.	0.30	125.00	37.50
10/26/2017	Mari Carmen Schell	Conference call with Jorge Marchand and Male Noguera to work on the requested changes to the web page and summarize important points of the last meeting with the ORC.	1.00	110.00	110.00
10/26/2017	Jorge Marchand	Conference call with Maria Schell and Male Noguera to work on changes to the web page and go over important points discussed on the last meeting with the ORC.	1.00	175.00	175.00

10/26/2017	Male Noguera (Media Manager)	Conference call with Maria Schell and Jorge Marchand to work on changes to the web page and other important issues discussed on the last meeting with the ORC.	1.00	95.00	95.00
10/31/2017	Jorge Marchand	Meeting of the ORC communications subcommittee, to review requested changes to web page and informative documents, as well as other issues regarding the campaign launch.	2.00	175.00	350.00
10/31/2017	Male Noguera (Media Manager)	Meeting to presentat the photos and other changes made to the website to the communications subcommittee and to Mr. Del Castillo, among other issues related to the launch of the campaign.	2.00	95.00	190.00
10/31/2017	Mari Carmen Schell	Meeting with the ORC communications subcommittee to discuss changes to the website and other issues regarding the campaign to be launched.	2.00	110.00	220.00
10/31/2017	Ferdinand Díaz	Meeting with the communications subcomiitte at Marchand ICS offices to discuss the progress in the communications pieces being developed, informative campaign launch and web page changes.	2.00	125.00	250.00
			<u>40.40</u>		<u>5,134.50</u>

**Fee Summary:**

	<b><u>Hours</u></b>	<b><u>Rate</u></b>	<b><u>Value (\$)</u></b>
Ferdinand Díaz	9.40	125.00	1,175.00
Jorge Marchand	10.90	175.00	1,907.50
Male Noguera (Media Manager)	10.60	95.00	1,007.00
Mari Carmen Schell	9.50	110.00	1,045.00
	<u>40.40</u>		<u>5,134.50</u>

**Marchand ICS Group**

**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico  
Professional Services for the Period from October 1 to October 31, 2017**

**Detail of Content and Material Development and Project Management**

10/10/2017	Jorge Marchand	Make arrangements with Héctor Mayol, Miguel Fabre, Rosario Pacheco, José Marín and Carmen Haydee Núñez, in preparation for the meeting of the subcommittee of communications. Review of documents, web page content, among others.	2.00	175.00	350.00
10/10/2017	Ferdinand Díaz	Coordinate with the Jenner and Bennazar team a meeting to discuss the information plan implementation after Judge Laura Taylor Swain ordered Marchand ICS employment.	0.50	125.00	62.50
10/13/2017	Jorge Marchand	Contact with Robert Gordon, regarding the materials being prepared for the Committee ordinary meeting.	0.40	175.00	70.00
10/16/2017	Jorge Marchand	Contact with Carmen Haydee Núñez, Rosario Pacheco, Miguel Fabre and Male Noguera, in preparation for the meeting of the communications subcommittee.	0.70	175.00	122.50
10/16/2017	Ferdinand Díaz	Contact with Robert Gordon and Melissa Root to discuss the material that will be presented to the communications subcommittee.	0.50	125.00	62.50
10/18/2017	Ferdinand Díaz	Work on a meeting report and send it to the members of the communications subcommittee for their revisions and comments. Send it to the Jenner team for comments.	0.40	125.00	50.00
10/19/2017	Ferdinand Díaz	Revisions to the changes made to the preliminary website.	0.30	125.00	37.50
10/20/2017	Ferdinand Díaz	Coordinate meeting with Hector Mayol and Luis Benabe so they can discuss details [REDACTED]	0.20	125.00	25.00
10/23/2017	Jorge Marchand	Preparation and coordination for the ORC meeting, on details of the web page and communication materials, as well as working the timeline for the communications plan and coordinate the taking of photography to the ORC members.	1.70	175.00	297.50
10/23/2017	Ferdinand Díaz	Prepare documents and presentations for the Committee ordinary meeting. Also, coordinate lunch details with YOP Banquets/Services and the use of the facilities with personnel from the IKON Group.	1.90	125.00	237.50
10/25/2017	Ferdinand Díaz	Media monitoring and translation of several articles published by El Nuevo Día and Sin Comillas, regarding the resolution sent by the US Senate to the president Donald Trump, to grant access to the Puerto Rico Government to a loan portfolio of about \$4.7 billion.	0.40	125.00	50.00
10/25/2017	Ferdinand Díaz	Contact each member of the Committee via text message requesting revisions to their bios and have them corrected in the webpage.	1.50	125.00	187.50
10/26/2017	Jorge Marchand	Work on requested changes to pieces of communication and on the letters to insurance companies.	1.20	175.00	210.00
10/27/2017	Mari Carmen Schell	Prepare status memo. Develop and revise content for the web page and communication campaign.	5.50	110.00	605.00
10/27/2017	Ferdinand Díaz	Follow up on the photographer to get the pictures of the committee taken during the ordinary meeting and have them uploaded to the website and present them to the subcommittee.	0.50	125.00	62.50
10/28/2017	Mari Carmen Schell	Web page translation for review purposes for the legal team.	4.00	110.00	440.00
10/30/2017	Ferdinand Díaz	Contact Male Noguera and provide her with the revisions to the bios of the members of the Committee, so that she can update those on the website.	0.50	125.00	62.50
10/30/2017	Mari Carmen Schell	Development and review of content. Translation of content.	5.00	110.00	550.00
10/31/2017	Mari Carmen Schell	Prepare status memo on the meeting with the communications subcommittee to circulate it to the team for further discussion. Develop content for the webpage.	3.00	110.00	330.00
			<b>30.20</b>		<b>3,812.50</b>

**Fee Summary:**

	<b><u>Hours</u></b>	<b><u>Rate</u></b>	<b><u>Value (\$)</u></b>
Ferdinand Díaz	6.70	125.00	837.50
Jorge Marchand	6.00	175.00	1,050.00
Mari Carmen Schell	17.50	110.00	1,925.00
	<b><u>30.20</u></b>		<b><u>3,812.50</u></b>

# Invoice



**Marchand ICS Group**  
-Integrated Communication Strategies-  
PO Box 8168, San Juan, PR 00910  
161 San Jorge St., Suite 402-E, San Juan, PR 00911  
Tel. (787) 765-0444

DATE	INVOICE #
------	-----------

11/30/2017 ORC1117

**BILL TO:**

Official Retiree Committee  
in the Commonwealth of Puerto Rico  
Sr. José Marín, President  
San Juan, PR

Due on receipt

DESCRIPTION	AMOUNT
Professional Services and Expenses, from November 1 to November 30, 2017	
Conference Calls and Project Meetings	4,985.50
Content and Material Development and Project Management	7,690.00
Content and Material Development for the Website and Website Management	5,264.00
Expenses	593.98

A handwritten signature in black ink, appearing to read "J. Marín".

**TOTAL** \$18,533.48



296661

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Summary of Marchand ICS Group Hours Worked and Fees Incurred**  
**From November 1 to November 30, 2017**

<b>Name of Professional</b>	<b>Title</b>	<b>Project Calls and Meetings Hours</b>	<b>Project Management Hours</b>	<b>Website Development and Management Hours</b>	<b>Total Hours</b>	<b>Hourly Billing Rate (\$)</b>	<b>Total Value (\$)</b>
Ferdinand Diaz	Project Manager	8.80	19.10	2.30	30.20	\$125.00	3,775.00
Jorge Marchand	Principal	16.30	14.80	2.10	33.20	\$175.00	5,810.00
Male Noguera	Media Manager	5.20	2.50	41.80	49.50	\$ 95.00	4,702.50
María Schell	Business Editor	4.90	22.50	5.80	33.20	\$110.00	3,652.00
		<b>35.20</b>	<b>58.90</b>	<b>52.00</b>	<b>146.10</b>		<b>\$ 17,939.50</b>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Professional Services for the Period from November 1 to November 30, 2017**

**Detail of Conference Calls and Project Meetings**

Date	Staff	Descripción	Horas	Rate	Value (\$)
11/6/2017	Jorge Marchand	Conference call with María Schell, Male Noguera and Ferdinand Díaz, to discuss the progress of the web page and facebook profile content development and translation, the status of the draft press release, the brochure, José Marín's article, among others.	0.60	175.00	105.00
11/6/2017	Ferdinand Díaz	Conference call with María Schell, Male Noguera and Jorge Marchand, in order to discuss the status of the draft press release, the brochure, José Marín's article to be published in national circulation paper, the status of the translation of the web page, and discuss media training for the members of the Committee, among others.	0.60	125.00	75.00
11/6/2017	María Schell	Conference call with Male Noguera, Jorge Marchand and Ferdinand, for discussion on the web page and facebook page content development and translation, the brochure, among others.	0.60	110.00	66.00
11/6/2017	Male Noguera	Conference call with Mari Carmen Schell, Jorge and Ferdinand, regarding the progress of the web page and facebook page content development and translation, the brochure, among others.	0.60	95.00	57.00
11/7/2017	Jorge Marchand	Call with Melissa Root and Ferdinand Díaz to address some questions prior to the meeting with the communications sub-committee.	0.20	175.00	35.00
11/7/2017	Ferdinand Díaz	Call with Melissa Root and Jorge Marchand to address some questions prior to the meeting with the communications sub-committee.	0.20	125.00	25.00
11/7/2017	Jorge Marchand	Meet with the communications sub-committee to inform on the progress of content development for the digital platforms, press release, letters sent to insurance companies and organizations, in order to obtain their databases.	2.90	175.00	507.50
11/7/2017	Ferdinand Díaz	Meet with the members of the communications sub-committee, to discuss the progress of the information process, press release, web page, letters sent to the different insurance companies in Puerto Rico to use them as vehicle to transmit information, letters sent to the different organizations in way to have them share their databases [REDACTED].	2.90	125.00	362.50
11/8/2017	Jorge Marchand	Conference call with Melissa Root, Robert Gordon, Francisco del Castillo, María Schell, Male Noguera and Ferdinand Díaz to discuss edits that the content being developed for the website should reflect.	1.00	175.00	175.00
11/8/2017	Ferdinand Díaz	Conference call with Melissa Root, Robert Gordon, Francisco del Castillo, Jorge Marchand, María Schell and Male Noguera to discuss changes and revisions to the website.	1.00	125.00	125.00
11/8/2017	María Schell	Conference call with Melissa Root, Robert Gordon, Francisco del Castillo, Jorge Marchand, Ferdinand Díaz and Male Noguera, to discuss website revisions.	1.00	110.00	110.00
11/8/2017	Male Noguera	Conference call with Melissa Root, Robert Gordon, Francisco del Castillo, Jorge Marchand, Ferdinand Díaz and María Schell, to discuss website observations and revisions.	1.00	95.00	95.00

11/8/2017	Jorge Marchand	Conference call with María Schell, Ferdinand Díaz and Male Noguera to discuss the content and revisions to the one pager promoting the web page and facebook profile of the ORC.	0.80	175.00	140.00
11/8/2017	Ferdinand Díaz	Conference call with Jorge Marchand, María Schell and Male Noguera to discuss on the one pager promoting the web page and facebook profile of the ORC.	0.80	125.00	100.00
11/8/2017	María Schell	Conference call with Jorge Marchand, Ferdinand Díaz and Male Noguera to discuss the content and revisions to the one pager promoting the web page and facebook profile of the ORC.	0.80	110.00	88.00
11/8/2017	Male Noguera	Conference call with Ferdinand Díaz, María Schell and Jorge Marchand to discuss the content and revisions to the one pager promoting the web page and facebook profile of the ORC.	0.80	95.00	76.00
11/8/2017	Jorge Marchand	Conference call with Sgt. José Marín to discuss some changes he wants the web page to reflect, then contact Male Noguera and Ferdinand Díaz in way to have those changes worked.	1.00	175.00	175.00
11/8/2017	Ferdinand Díaz	Communication with Jorge Marchand and Male Noguera, regarding the changes to the webpage requested by José Marín.	0.30	125.00	37.50
11/8/2017	Male Noguera	Communication with Jorge Marchand and Ferdinand Díaz, regarding the changes to the webpage requested by José Marín.	0.30	95.00	28.50
11/10/2017	Jorge Marchand	Conference call with Sgt. José Marín for additional revisions to the web page and one pager content and discuss on the cahanges already been made.	0.60	175.00	105.00
11/10/2017	Ferdinand Díaz	Contact with Luis Benabe from the Marketing Center to provide further information regarding the "Movimiento Pro Pensionados" meeting, [REDACTED], and also provide Benabe the address of the "Asociación de Pensionados del Gobierno de Puerto Rico", where the meeting will be held.	0.50	125.00	62.50
11/13/2017	Jorge Marchand	Meet with María Schell, Male Noguera and Ferdinand Díaz to discuss the development and changes being made to the content of the web page, launching and drafts of the press release and newspaper column; also, conference call with Sgt. José Marín during that meeting, to dicuss on the same topics.	2.50	175.00	437.50
11/13/2017	Ferdinand Díaz	Meet with María Schell, Male Noguera and Jorge Marchand to discuss the changes made to the content of the web page, the need of having the web page in English and the process of divulgation of the information, among others.	2.50	125.00	312.50
11/13/2017	María Schell	Meeting with Jorge Marchand, Male Noguera and Ferdinand Díaz, to discuss about the changes made to the the website content, English version of the website and the process of information divulgation, among others.	2.50	110.00	275.00
11/13/2017	Male Noguera	Meeting with Jorge Marchand, Ferdinand Díaz and María Schell, to review the content of Facebook and look at the website together, among others.	2.50	95.00	237.50
11/16/2017	Jorge Marchand	Conference call with Melissa Root, Robert Gordon, Luis Benabe, and personnel from Segal Consultants and Jenner & Block to discuss [REDACTED]	1.60	175.00	280.00
11/21/2017	Jorge Marchand	Participate in the ordinary meeting of the ORC.	4.50	175.00	787.50

11/27/2017	Jorge Marchand	Contact Francisco del Castillo and Luis Benabe to discuss [REDACTED] [REDACTED] and the organizations databases already received.	0.60	175.00	105.00
			<u>35.20</u>		<u>4,985.50</u>

**Fee Summary:**

	<b><u>Hours</u></b>	<b><u>Rate</u></b>	<b><u>Value (\$)</u></b>
Ferdinand Díaz	8.80	125.00	1,100.00
Jorge Marchand	16.30	175.00	2,852.50
Male Noguera	5.20	95.00	494.00
María Schell	4.90	110.00	539.00
	<u>35.20</u>		<u>4,985.50</u>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico**  
**Professional Services for the Period from November 1 to November 30, 2017**

**Detail of Content and Material Development and Project Management**

Date	Staff	Descripción	Horas	Rate	Value (\$)
11/1/2017	Jorge Marchand	Contact with María Schell and Ferdinand Díaz in way to discuss and design the text that will be worked for the brochure and press release.	0.70	175.00	122.50
11/1/2017	Ferdinand Díaz	Contact with Jorge Marchand and María Schell to discuss about the text that will be part of the brochure and press release.	0.70	125.00	87.50
11/1/2017	María Schell	Contact with Jorge Marchand and Ferdinand Díaz to discuss and plan the text that will be part of the brochure and press release.	0.70	110.00	77.00
11/1/2017	María Schell	Revisions to content.	1.00	110.00	110.00
11/2/2017	María Schell	Translation of content and correspondence.	3.80	110.00	418.00
11/2/2017	Jorge Marchand	Efforts with Luis Benabe, from the Marketing Center, to coordinate meeting with the legal team to discuss [REDACTED] logistic and the draft of the questionnaire; participate in the meeting.	2.00	175.00	350.00
11/2/2017	Jorge Marchand	Reach out to José Acarón, national director for AARP, to coordinate efforts for the distribution of information to their members once the ORC information platforms launches.	1.60	175.00	280.00
11/3/2017	Jorge Marchand	Discuss with Francisco del Castillo and Luis Benabe the letters sent to different organizations, requesting them to share their databases [REDACTED]	0.50	175.00	87.50
11/3/2017	María Schell	Translation of content and correspondence.	2.50	110.00	275.00
11/3/2017	Ferdinand Díaz	Revisions to the one pager that will be distributed in the "Movimiento Pro Pensionados" meeting, announcing the launching of the web page and facebook profile of the ORC. Revisions to the draft of the brochure being worked.	0.70	125.00	87.50
11/3/2017	Ferdinand Díaz	Coordinate with Male Noguera the process of the translation of the web page, in way to send it to the Jenner & Block team for approval and publication.	0.50	125.00	62.50
11/3/2017	Male Noguera	Contact with Ferdinand Díaz regarding the process of the translation of the web page.	0.50	95.00	47.50
11/7/2017	Jorge Marchand	Contact with Francisco del Castillo to discuss the draft of the letter to be sent to the insurance companies, in way to distribute information brochures among their elderly clients.	0.40	175.00	70.00
11/7/2017	Male Noguera	Preparation and design of a first draft of the promotional brochure for the ORC.	2.00	95.00	190.00
11/8/2017	Ferdinand Díaz	Work on creation and revision of content María Schell.	3.00	125.00	375.00
11/8/2017	María Schell	Work on creation and revision of content with Ferdinand Díaz.	3.00	110.00	330.00
11/8/2017	Ferdinand Díaz	Distribute a meeting report with the topics discussed on the meeting with the communications sub-committee held on November 7. Contact with Sgt. José Marín due to his request to include the "En arroz y habichuelas" term in the materials being produced.	0.70	125.00	87.50
11/10/2017	Ferdinand Díaz	Assist María Schell on content revision.	2.50	125.00	312.50
11/10/2017	María Schell	Revision of content.	4.00	110.00	440.00

11/10/2017	Jorge Marchand	Coordinate with Sgt. José Marín and Luis Benabe their participation in the "Movimiento Pro Pensionados" meeting, [REDACTED]	2.90	175.00	507.50
11/13/2017	Jorge Marchand	Follow up on Francisco del Castillo, Sgt. José Marín and Nilda Laureano from the AECE organization, [REDACTED]	0.60	175.00	105.00
11/14/2017	Ferdinand Díaz	Work on content with María Schell.	4.60	125.00	575.00
11/14/2017	María Schell	Work on content with Ferdinand Díaz.	6.00	110.00	660.00
11/14/2017	Jorge Marchand	Contact with Melissa Root to discuss the process and logistic of the sof launching of the ORC web page and facebook platform.	0.40	175.00	70.00
11/15/2017	María Schell	Work on content.	1.50	110.00	165.00
11/15/2017	Ferdinand Díaz	Contact with Héctor Mayol and with YOP Banquet Services, following the legal team's request in way to coordinate a thanksgiving lunch for the Committee during their next ordinary meeting.	0.80	125.00	100.00
11/16/2017	Ferdinand Díaz	Contact with Nilda Laureano, from one of the organizations for the retiree community in Puerto Rico, [REDACTED]	0.60	125.00	75.00
11/18/2017	Jorge Marchand	Contact with Stuart, Whol from Segal Consultants, [REDACTED]	0.30	175.00	52.50
11/20/2017	Jorge Marchand	Follow up and contact with Stuart Whol, from Segal Consulting, [REDACTED]	0.40	175.00	70.00
11/21/2017	Ferdinand Díaz	Contact with the legal team to let them know that the web page and facebook profile for the Official Retiree Committee are live in way to get their final revision.	0.40	125.00	50.00
11/21/2017	Ferdinand Díaz	Contact with Luis Benabe, from the Marketing Center, [REDACTED]	0.40	125.00	50.00
11/22/2017	Jorge Marchand	Contact and follow up on Robert Gordon and Melissa Root to obtain their comments and reviews to the web page content before uploading any of it to the platform.	0.60	175.00	105.00
11/22/2017	Ferdinand Díaz	Media monitoring; send article published by El Vocero, regarding the appointment of Christian Sobrino as new chief of AAFAF.	0.80	125.00	100.00
11/27/2017	Ferdinand Díaz	Additional revisions to the documents being worked for publication, the information process such as press release and José Marín's article.	1.00	125.00	125.00
11/28/2017	Ferdinand Díaz	Media monitoring; send an article published by El Vocero on the claims of the Retirement Board of the University of Puerto Rico.	0.80	125.00	100.00
11/29/2017	Jorge Marchand	Follow up on Blanca Paniagua and Dr. Marcos López in way to receive the database of the members of the organizations they represents and send it to Luis Benabe.	1.30	175.00	227.50
11/30/2017	Jorge Marchand	Discuss with Héctor Mayol and Francisco del Castillo the participation of Sgt. José Marín at a hearing that the Oversight Board will held.	1.50	175.00	262.50
11/30/2017	Jorge Marchand	Additional revisions to the draft press release for the announcement of the information platforms of the ORC, and revisions to the draft article to be published in local media and follow up on Francisco del Castillo and Hector Mayol's revisions to the documents being prepared.	1.10	175.00	192.50

11/30/2017	Ferdinand Díaz	Work with Jorge Marchand on additional revisions to the draft press release for the announcement of the information platforms of the ORC.	0.80	125.00	100.00
11/30/2017	Jorge Marchand	Contact with Sgt. José Marín in way to have him revise the draft of the article being worked for publication on his behalf.	0.50	175.00	87.50
11/30/2017	Ferdinand Díaz	Contact with Luis Benabe from the Marketing Center, to notify them regarding the receival of copies of the databases of the SPU organization and from the Retiree Association of the University of Puerto Rico, and coordinate delivery of those copies.	0.40	125.00	50.00
11/30/2017	Ferdinand Díaz	Contact with Francisco del Castillo regarding José Marín's presentation before the Fiscal Oversight Board.	0.40	125.00	50.00
			<u>58.90</u>		<u>7,690.00</u>

**Fee Summary:**

	<u>Hours</u>	<u>Rate</u>	<u>Value (\$)</u>
Ferdinand Díaz	19.10	125.00	2,387.50
Jorge Marchand	14.80	175.00	2,590.00
Male Noguera	2.50	95.00	237.50
María Schell	22.50	110.00	2,475.00
	<u>58.90</u>		<u>7,690.00</u>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico**  
**Professional Services for the Period from November 1 to November 30, 2017**

**Detail of Content and Material Development for the Website and Website Management**

Date	Staff	Descripción	Horas	Rate	Value (\$)
11/3/2017	Ferdinand Díaz	Contact with María Schell and Male Noguera to discuss the process of the translation of the web page content.	0.50	125.00	62.50
11/3/2017	María Schell	Contact with Ferdinand Díaz and Male Noguera to discuss about the translation of the web page content ythe team has been working on.	0.50	110.00	55.00
11/3/2017	Male Noguera	Communication with María Schell and Ferdinand Díaz, related to the translation of the web page content.	0.50	95.00	47.50
11/5/2017	Male Noguera	Creation of content for Facebook page; creation of 15 posts (texts, images and design).	4.50	95.00	427.50
11/6/2017	Male Noguera	Continuation of the creation of content for Facebook page and the creation of 15 posts (texts, images and design).	4.00	95.00	380.00
11/7/2017	Male Noguera	Continuation of the creation of content for Facebook page and the creation of 15 posts (texts, images and design).	4.30	95.00	408.50
11/8/2017	Male Noguera	Creation and design of the promotional one-pager.	2.50	95.00	237.50
11/10/2017	Male Noguera	Work with legal documents; search the dockets in Prime Clerk to integrate and publish the documents on the website.	3.00	95.00	285.00
11/20/2017	María Schell	Work on content, revisions and translations with Male Noguera.	4.50	110.00	495.00
11/20/2017	Male Noguera	Website revisions; final corrections to the translation of legal documents with Mari Carmen Schell; implementation of the final revisions to the texts of the website. Management of the iStock subscription and final purchase of photos.	5.50	95.00	522.50
11/21/2017	Male Noguera	Preparing to launch Facebook; upload launch content to the new Facebook page of the ORC and manage information in the settings (moderation block, about information, contact information, among other details).	2.10	95.00	199.50
11/21/2017	Male Noguera	Management of the Facebook page; creation of Facebook Ads, audience and budget management for individual promotion of posts, conversation with users, intermediary of specific questions (continuation with this matters through 11/30/17).	5.00	95.00	475.00
11/21/2017	Jorge Marchand	Revisions to the web page content with Maria Schell and Male Noguera prior to announcig the soft launch.	0.80	175.00	140.00
11/21/2017	María Schell	Revisions to the web page content with Jorge Marchand and Male Noguera, prior to announcig the soft launch.	0.80	110.00	88.00
11/21/2017	Male Noguera	Revisions to the web page content with Jorge Marchand and María Schell, prior the anouncement of the soft launch.	0.80	95.00	76.00
11/22/2017	Jorge Marchand	Contact with Francisco del Castillo and Ferdinand Díaz to discuss changes in the text of the web page and facebook. Discuss the process of getting information that needs to be published.	0.60	175.00	105.00
11/22/2017	Ferdinand Díaz	Contact with Francisco del Castillo and Jorge Marchand to discuss changes in the text of the web page and facebook, and discuss on the process of getting information that needs to be published.	0.60	125.00	75.00
11/27/2017	Male Noguera	Work on the English version of the website. Creation of the English version of various sections within the website, such as: Home, Who we are, Frequently Asked Questions, Your Commettee Informs and Contact.	1.00	95.00	95.00
11/27/2017	Ferdinand Díaz	Contact with Melissa Root, in way to have a legal review of the automatic response for the ORC contact form.	0.50	125.00	62.50

11/27/2017	Jorge Marchand	Contact with Héctor Mayol, Francisco del Castillo, Melissa Root, Robert Gordon and Ferdinand Díaz, to draft a response for the messages that are being received through the ORC email and facebook profile.	0.70	175.00	122.50
11/27/2017	Ferdinand Díaz	Contact with Jorge Marchand, Francisco del Castillo and the team, regarding the questions and comments being received through the digital platforms, in way to elaborate a response.	0.70	125.00	87.50
11/28/2017	Male Noguera	Management of records on the website; implementation of the automatic response, implementation of digital spreadsheet with the registry of entries in "porturetiro.com" and update of it.	1.00	95.00	95.00
11/28/2017	Male Noguera	Continue working on the English version of the website and the creation of the English version of various sections within the website, such as: Home, Who we are, Frequently Asked Questions, Your Committee Informs and Contact.	1.00	95.00	95.00
11/29/2017	Male Noguera	Continuation of record management on the website and the implementation of the automatic response, digital spreadsheet with the registry of entries in "porturetiro.com" and update.	1.00	95.00	95.00
11/29/2017	Male Noguera	Work on legal documents; search the dockets in Prime Clerk and integrate the documents on the website for publication.	2.20	95.00	209.00
11/29/2017	Male Noguera	Continue working on the English version of the website and the creation of the English version of various sections within the website, such as: Home, Who we are, Frequently Asked Questions, Your Committee Informs and Contact.	2.00	95.00	190.00
11/30/2017	Male Noguera	Continuation of record management on the website and the implementation of the automatic response, digital spreadsheet with the registry of entries in "porturetiro.com" and update.	0.40	95.00	38.00
11/30/2017	Male Noguera	Continue working on the English version of the website and the creation of the English version of various sections within the website, such as: Home, Who we are, Frequently Asked Questions, Your Committee Informs and Contact.	1.00	95.00	95.00
			<u>52.00</u>		<u>5,264.00</u>

**Fee Summary:**

	<u>Hours</u>	<u>Rate</u>	<u>Value (\$)</u>
Ferdinand Díaz	2.30	125.00	287.50
Jorge Marchand	2.10	175.00	367.50
Male Noguera	41.80	95.00	3,971.00
María Schell	5.80	110.00	638.00
	<u>52.00</u>		<u>5,264.00</u>

# Invoice



**Marchand ICS Group**  
-Integrated Communication Strategies-  
PO Box 8168, San Juan, PR 00910  
161 San Jorge St., Suite 402-E, San Juan, PR 00911  
Tel. (787) 765-0444

DATE	INVOICE #
12/31/2017	ORC1217

**BILL TO:**

Official Retiree Committee  
in the Commonwealth of Puerto Rico  
Sr. José Marín, President  
San Juan, PR

Due on receipt

DESCRIPTION	AMOUNT
Professional Services and Expenses, from December 1 to December 31, 2017	0.00
Conference Calls and Project Meetings	7,105.00
Content and Material Development and Project Management	9,900.50
Content and Material Development for the Website and Website Management	3,524.50
Expenses	2,287.79

A handwritten signature in black ink, appearing to be "J. Marín", written over a horizontal line.

**TOTAL** \$22,817.79



290661

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Summary of Marchand ICS Group Hours Worked and Fees Incurred**  
**From December 1 to December 31, 2017**

Name of Professional	Title	Project Calls and Meetings Hours	Project Management Hours	Media Development and Management Hours	Total Hours	Hourly Billing Rate (\$)	Total Value (\$)
Ferdinand Diaz	Project Manager	7.60	15.50	-	23.10	\$ 125.00	2,887.50
Jorge Marchand	Principal	26.10	25.50	-	51.60	\$ 175.00	9,030.00
Male Noguera	Media Manager	7.10	3.50	37.10	47.70	\$ 95.00	4,531.50
María Schell	Business Editor	8.30	28.80	-	37.10	\$ 110.00	4,081.00
		49.10	73.30	37.10	159.50		20,530.00

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Professional Services for the Period from December 1 to December 31, 2017**

**Detail of Conference Calls and Project Meetings**

Date	Staff	Description	Hours	Rate	Value (\$)
12/1/2017	Ferdinand Díaz	Conference call with Jorge Marchand, María Schell and Male Noguera in preparation for the meeting with José Marín, Francisco del Castillo, Héctor Mayol and team.	0.60	125.00	75.00
12/1/2017	Jorge Marchand	Conference call with María Schell, Ferdinand Díaz and Male Noguera in preparation for the meeting with José Marín, Francisco del Castillo, Héctor Mayol and team.	0.60	175.00	105.00
12/1/2017	Male Noguera	Conference call with María Schell, Ferdinand Díaz and Jorge Marchand in preparation for the meeting with José Marín, Francisco del Castillo, Héctor Mayol and team, and discuss Facebook's community progress and so on.	0.60	95.00	57.00
12/1/2017	María Schell	Conference call with Jorge Marchand, Ferdinand Díaz and Male Noguera in preparation for the meeting with José Marín, Francisco del Castillo, Héctor Mayol and team.	0.60	110.00	66.00
12/1/2017	Jorge Marchand	Contact with Luis Benabe from The Marketing Center, to discuss the efforts made with Juan Ortíz and Marcos López, members of the committee, in way to obtain a copy of their organizations databases.	1.30	175.00	227.50
12/1/2017	Ferdinand Díaz	Follow up on and conference call with Sgt. José Marín, to get his comments on the revisions made to the column written on his behalf, and to be sent to El Nuevo Día for publication.	0.70	125.00	87.50
12/5/2017	Jorge Marchand	Contact with Francisco del Castillo in way to delineate a protocol for the translations of legal documents and coordinate a meeting to discuss content development.	0.70	175.00	122.50
12/5/2017	Jorge Marchand	Contact with Luis Benabe from The Marketing Center, to discuss [REDACTED] Seagal Consultants team.	1.00	175.00	175.00
12/7/2017	Jorge Marchand	Meet with María Schell, Male Noguera and Ferdinand Díaz, and follow up on Héctor Mayol and Francisco del Castillo to discuss the [REDACTED] also, discuss response protocol for questions received through the ORC email and Facebook page.	2.00	175.00	350.00
12/7/2017	Ferdinand Díaz	Meet with Jorge Marchand, María Schell and Male Noguera, and follow up on Héctor Mayol and Francisco del Castillo to discuss the [REDACTED]; also, discuss response protocol for questions received through the ORC email and Facebook page, among others.	2.00	125.00	250.00
12/7/2017	Male Noguera	Progress and strategy meeting with MICS team and Francisco del Castillo. Email legal motion to Francisco Del Castillo for translation.	2.00	95.00	190.00
12/7/2017	María Schell	Meeting with MICS team [REDACTED] response protocol for questions received through the ORC's media platforms, and so on.	2.00	110.00	220.00
12/11/2017	Jorge Marchand	Contact Sgt. José Marín to discuss the article published by Centro de Periodismo Investigativo on the ORC and the ERS bondholders.	1.00	175.00	175.00
12/11/2017	Jorge Marchand	Contact Luis Benabe from The Marketing Center to discuss MICS [REDACTED]	0.80	175.00	140.00

12/11/2017	Jorge Marchand	Meet with Luis Alberto Ferré, General Director for the GFR Media Conglomerate, in way to have their newspapers cover the function of the ORC, interview Sgt. Marín and publish any content regarding the ORC.	1.70	175.00	297.50
12/12/2017	Jorge Marchand	Contact Francisco del Castillo to discuss the responses to the questions received through the ORC Facebook profile.	0.40	175.00	70.00
12/13/2017	Jorge Marchand	Contact with Luis Benabe and Denise Bothwell from The Marketing Center, to discuss [REDACTED]	1.40	175.00	245.00
12/13/2017	Jorge Marchand	Conference call with the Jenner & Block and The Marketing Center team to discuss [REDACTED]	0.90	175.00	157.50
12/13/2017	Ferdinand Díaz	Conference call with the Jenner & Block and The Marketing Center team to discuss [REDACTED]	0.90	125.00	112.50
12/14/2017	Ferdinand Díaz	Meet with José Marín, Héctor Mayol, Francisco del Castillo, Jorge Marchand and María Schell, prior to the ORC ordinary meeting, to discuss the communication pieces and efforts.	2.00	125.00	250.00
12/14/2017	Jorge Marchand	Meet with José Marín, Héctor Mayol, Francisco del Castillo, Ferdinand Díaz and María Schell prior to the ORC ordinary meeting, to discuss the communication pieces and efforts.	2.00	175.00	350.00
12/14/2017	María Schell	Meeting with MICS team, José Marín, Héctor Mayol and Francisco del Castillo prior to the meeting with the ORC.	2.00	110.00	220.00
12/14/2017	Jorge Marchand	Participate in the ORC ordinary meeting to discuss the communications and information efforts made to date.	2.50	175.00	437.50
12/14/2017	María Schell	Meeting with MICS team, Héctor Mayol and Francisco del Castillo; meeting with the ORC.	2.50	110.00	275.00
12/18/2017	Jorge Marchand	Second conference call with The Marketing Center, Jenner & Block and Seagal Consultants to [REDACTED]	1.00	175.00	175.00
12/18/2017	Jorge Marchand	Contact Joanísabel González from El Nuevo Día, Carlos Otero from El Vocero and Luisa García Pelatti from Sin Comillas, in way to have their media publish the ORC press release announcing the launching out of information platforms.	1.70	175.00	297.50
12/19/2017	Jorge Marchand	Meet with Luis Benabe's personnel from The Marketing Center, Male Noguera, Francisco del Castillo and Sgt. José Marín to go [REDACTED], new Facebook Content and discuss the progress of the information protocols and processes.	4.50	175.00	787.50
12/19/2017	Male Noguera	Meeting with Jorge Marchand, José Marín, The Marketing Center team and Francisco del Castillo, to discuss the creation of new content for Facebook, pending users questions and other topics related to the website and Facebook page, [REDACTED]	4.50	95.00	427.50
12/19/2017	Jorge Marchand	Contact Nilka Estrada from El Nuevo Día, in an effort to have the column written for Sgt. José Marín published.	0.60	175.00	105.00
12/19/2017	Ferdinand Díaz	Follow up contact to Nilka Estrada and contact Gerardo Cordero from El Nuevo Día in way to have their newspaper publish the article written by José Marín.	0.70	125.00	87.50
12/20/2017	Jorge Marchand	Contact Mayra Acevedo from the WIPR (government's TV channel) to have her coordinate an interview of Sgt. Marín in their news.	1.30	175.00	227.50
12/22/2017	Jorge Marchand	Contact with María Schell and Héctor Mayol in way to review and provide recommendations to the draft response written by Mayol to questions received regarding Judge Swain's decision on the ERS.	0.70	175.00	122.50
12/22/2017	María Schell	Contact with Jorge Marchand, to review and provide recommendations to the draft response written by Mayol to the questions received regarding Judge Swain's decision on the ERS.	0.50	110.00	55.00

12/23/2017	Ferdinand Díaz	Contact María Schell in way to have her revise the content of the reponse written by Héctor Mayol due to questions received through our different platforms.	0.70	125.00	87.50
12/23/2017	María Schell	Contact Ferdinand Díaz regarding the revisions to the content of the reponse written by Héctor Mayol to questions received through our different platforms.	0.70	110.00	77.00
			<u>49.10</u>		<u>7,105.00</u>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico**  
**Professional Services for the Period from December 1 to December 31, 2017**

**Detail of Content and Material Development and Project Management**

Date	Staff	Description	Hours	Rate	Value (\$)
12/1/2017	Jorge Marchand	Follow up on the legal team on comments and revisions to the drafts prepared for Marín's article and press release.	1.00	175.00	175.00
12/1/2017	Jorge Marchand	Follow up on the Marchand ICS (MICS) team for the translation and upload of Sgt. Marín's presentation before the Oversight Board.	0.70	175.00	122.50
12/1/2017	Jorge Marchand	Revisions, along with the MICS team and legal team, on the article published by Centro de Periodismo Investigativo, on the firms that are bondholders of the ERS and people that are part of the Official Retiree Committee (ORC).	2.00	175.00	350.00
12/1/2017	Ferdinand Díaz	Revisions and analysis on the article published by Centro de Periodismo Investigativo.	2.00	125.00	250.00
12/1/2017	María Schell	Revisions and analysis on the article published by Centro de Periodismo Investigativo.	2.00	110.00	220.00
12/1/2017	Ferdinand Díaz	Media monitoring, and send article published by El Nuevo Día, regarding the Oversight Board hearing in which Sgt. José Marín participated representing the ORC.	0.60	125.00	75.00
12/1/2017	Ferdinand Díaz	Follow up on the members of the committee, to inform of the progress we have had after launching the ORC web page and Facebook profile; also start coordinating a meeting with the sub-committee members to discuss the content development and the English version of the web page.	0.70	125.00	87.50
12/1/2017	Ferdinand Díaz	Contact María Schell in way to have her update the content of the article written for Sgt. José Marín, after his request for revisions.	0.50	125.00	62.50
12/1/2017	María Schell	Contact with Ferdinand Díaz regarding the update of content in the article written for Sgt. José Marín, after his request for revisions.	0.50	110.00	55.00
12/1/2017	María Schell	Work on content development and revisions on the article written for Sgt. José Marín, after his request for revisions.	0.40	110.00	44.00
12/3/2017	Jorge Marchand	Follow up on MICS team to have the English content uploaded to the ORC web page and Facebook profile.	1.60	175.00	280.00
12/4/2017	Ferdinand Díaz	Follow up on Male Noguera and Jorge Marchand to have uploaded to the different platforms the article from El Nuevo Día regarding the Oversight Board hearing, in which Sgt. Marín participated.	0.40	125.00	50.00
12/4/2017	María Schell	Work on content development.	3.00	110.00	330.00
12/5/2017	María Schell	Work on content development.	2.00	110.00	220.00
12/6/2017	Jorge Marchand	Contact with Héctor Mayol and Francisco del Castillo on questions received through the Facebook platform, regarding the alleged payments that the Treasury Department should do to the banks on the pensioners mortgages.	0.60	175.00	105.00
12/7/2017	Jorge Marchand	Contact several reporters in the island (such as Joanisabel González and Mildred Rivera from GFR Media), for the coverage of the official launching of the ORC information platform. Follow up on Robert Gordon from Jenner & Block to delineate the information flow protocol.	1.00	175.00	175.00
12/8/2017	Jorge Marchand	Follow up on MICS team to discuss comments and changes to the [REDACTED]	0.90	175.00	157.50
12/8/2017	Ferdinand Díaz	Follow up on Nilda Laureano from the AECE chapter, after they sent their database, and follow up on Luis Benabe from The Marketing Centex [REDACTED]	0.40	125.00	50.00

12/8/2017	María Schell	Various follow-ups on team regarding content updates; content development, and preparation of status memo.	2.00	110.00	220.00
12/8/2017	Ferdinand Díaz	Contact with María Schell and Jorge Marchand, on the follow-up for content updates.	2.00	125.00	250.00
12/8/2017	Jorge Marchand	Contact with María Schell and Ferdinand Díaz, about the follow-up for content updates.	2.00	175.00	350.00
12/11/2017	Jorge Marchand	Follow up on MICS team for revisions to the copy of the brochure being worked.	0.70	175.00	122.50
12/11/2017	Ferdinand Díaz	Work with the team on the revisions for the brochure for the ORC.	0.70	125.00	87.50
12/11/2017	Male Noguera	Work with the team on the revisions for the brochure for the ORC.	0.70	95.00	66.50
12/11/2017	María Schell	Work with the team on the revisions for the brochure for the ORC.	0.70	110.00	77.00
12/11/2017	Ferdinand Díaz	Follow up and share with the team the article published by Centro de Periodismo Investigativo regarding the ERS Creditor Group, where Robert Gordon and the ORC are mentioned, and work on a series of possible questions that may arise from it.	0.70	125.00	87.50
12/11/2017	María Schell	Content development and revisions.	3.00	110.00	330.00
12/12/2017	Jorge Marchand	Follow up on Melissa Root to coordinate a status conference call with the team.	0.40	175.00	70.00
12/12/2017	Ferdinand Díaz	Media monitoring and send article published by El Nuevo Día regarding the impossibility of paying the Bondholders.	0.40	125.00	50.00
12/13/2017	Jorge Marchand	Contact with María Schell and MICS team to coordinate conference call and discuss status and possible questions that may arise from the article published by Centro de Periodismo Investigativo.	0.70	175.00	122.50
12/13/2017	Ferdinand Díaz	Work with María Schell and Jorge Marchand on the status and possible questions that may arise from the article published by Centro de Periodismo Investigativo.	0.70	125.00	87.50
12/13/2017	María Schell	Work with Jorge Marchand and Ferdinand Díaz on the status and possible questions that may arise from the article published by Centro de Periodismo Investigativo.	0.70	110.00	77.00
12/13/2017	Ferdinand Díaz	Revisions and comments to the updated draft of the brochure being worked on.	0.40	125.00	50.00
12/13/2017	Ferdinand Díaz	Coordinate with the team their participation in the conference call with Jenner & Block to go over the project status.	0.40	125.00	50.00
12/13/2017	María Schell	Content development.	2.30	110.00	253.00
12/15/2017	Jorge Marchand	Follow up on María Schell on the documents presented in the ORC ordinary meeting; follow up on the [REDACTED]	1.40	175.00	245.00
12/15/2017	María Schell	Contact with Jorge Marchand on the updates for the documents presented in the ORC ordinary meeting.	0.70	110.00	77.00
12/15/2017	Jorge Marchand	Follow up on Denise Bothwell from The Marketing Center to [REDACTED]	1.60	175.00	280.00
12/15/2017	Ferdinand Díaz	Media monitoring and send article published by El Nuevo Día on Judge Judith G. Dein, on allowing access to the Ad Hoc GO's Bondholders to information.	0.40	125.00	50.00
12/15/2017	Ferdinand Díaz	Follow up on Denise Bothwell from The Marketing Center, in preparation for the meeting [REDACTED]	0.60	125.00	75.00
12/15/2017	María Schell	Content development; prepare status memos.	3.00	110.00	330.00
12/16/2017	Male Noguera	Send communication to MICS team, Francisco Del Castillo and Héctor Mayol to discuss a response to a Facebook user question.	0.40	95.00	38.00

12/18/2017	Jorge Marchand	Follow up on Luis Benabe from The Marketing Center, in preparation for the [REDACTED]	0.70	175.00	122.50
12/18/2017	Jorge Marchand	Follow up on Francisco del Castillo to obtain their recommended answers to questions received on the ORC's Facebook profile, and follow up on translations to legal documents to be uploaded in the web page.	1.40	175.00	245.00
12/18/2017	María Schell	Content development and follow up.	2.00	110.00	220.00
12/18/2017	Male Noguera	Follow up communication between MICS team and Francisco Del Castillo to discuss a response to a Facebook users questions. Email legal motion to Francisco Del Castillo for translation. Legal document upload on website.	0.50	95.00	47.50
12/18/2017	Jorge Marchand	Communication between MICS team and Francisco Del Castillo to discuss a response to a Facebook users questions.	0.50	175.00	87.50
12/18/2017	Ferdinand Díaz	Communication between MICS team and Francisco Del Castillo to discuss a response to a Facebook users questions.	0.50	125.00	62.50
12/18/2017	María Schell	Communication between MICS team and Francisco Del Castillo to discuss a response to a Facebook users questions.	0.50	110.00	55.00
12/19/2017	Male Noguera	Follow up communication with MICS team and Francisco del Castillo to discuss a response to a Facebook user's questions. Email legal motion to Francisco Del Castillo for translation.	0.30	95.00	28.50
12/19/2017	Jorge Marchand	Distribution among the major media outlets in the island (Telemundo, WAPA, Notiuno, El Nuevo Día, El Vocero, Caribbean Business and regional newspapers) of the ORC's press release announcing the launch of the information platforms.	2.60	175.00	455.00
12/19/2017	Jorge Marchand	Follow up on reporters Joanisabel González and Carlos Otero, to confirm the receipt of the ORC press release and have them publish it.	1.00	175.00	175.00
12/19/2017	Ferdinand Díaz	Distribution of the ORC press release announcing the creation and implementation of information platforms.	1.00	125.00	125.00
12/20/2017	Jorge Marchand	Revisions to the information request formulary on the ORC web page and provide further recommendations after a comment made by an user.	0.50	175.00	87.50
12/20/2017	Jorge Marchand	Follow up on Héctor Mayol on the elaboration of a response to questions received on the ORC Facebook profile, regarding Judge Swain decision.	1.30	175.00	227.50
12/20/2017	Ferdinand Díaz	Media monitoring and send article published by Sin Comillas on the launching of the ORC information platforms.	0.40	125.00	50.00
12/20/2017	Ferdinand Díaz	Follow up on the revisions to the information request formulary on the ORC web page and provide further recommendations after a comment made by an user.	0.50	125.00	62.50
12/20/2017	Ferdinand Díaz	Media Monitoring and send article published by several news media platforms on the island on Judge Laura Taylor Swain's order to the ERS to continue paying to its bondholders.	0.50	125.00	62.50
12/20/2017	María Schell	Content development.	1.00	110.00	110.00
12/20/2017	Male Noguera	Follow up communication with MICS team and Francisco Del Castillo to discuss the response to a Facebook user's questions.	0.30	95.00	28.50
12/21/2017	Jorge Marchand	Follow up on Joanisabel González and Carlos Otero on the publication of the ORC press release.	1.40	175.00	245.00
12/21/2017	Ferdinand Díaz	Media monitoring and translation of an article published by El Vocero on the recent decision by Judge Laura Taylor Swain and which has expressions made by Héctor Mayol.	0.50	125.00	62.50

12/22/2017	Ferdinand Díaz	Follow up on Sgt. José Marín and María Schell on their responses to questions on the article published by several media on the recent decision by Judge Laura Taylor Swain.	0.50	125.00	62.50
12/23/2017	Jorge Marchand	Revisions and provide comments to the suggested text sent by Héctor Mayol on the recent decision by Judge Swain.	0.70	175.00	122.50
12/23/2017	María Schell	Content development and translation.	1.50	110.00	165.00
12/26/2017	Ferdinand Díaz	Follow up on Héctor Mayol and the subcommittee to obtain their comments and revisions to the updated text of the response written by legal team on questions to the decision of Judge Laura Taylor Swain.	0.70	125.00	87.50
12/27/2017	María Schell	Content development. Revision of content with Male Noguera.	2.50	110.00	275.00
12/28/2017	Jorge Marchand	Follow up on Francisco del Castillo to obtain their recommended answers to questions received on the ORC's facebook profile.	0.80	175.00	140.00
12/28/2017	Male Noguera	Follow up on MICS team and Francisco del Castillo to discuss a response to a Facebook users questions.	0.20	95.00	19.00
12/29/2017	Male Noguera	Follow up on MICS team and Francisco del Castillo to discuss a response to a Facebook users questions.	0.30	95.00	28.50
12/30/2017	María Schell	Content development and follow-up.	1.00	110.00	110.00
12/30/2017	Male Noguera	Communication with José Marín about the approval and revisions of the new Facebook content.	0.50	95.00	47.50
12/31/2017	Male Noguera	Follow up on MICS team and Francisco del Castillo to discuss a response to a Facebook users questions.	0.30	95.00	28.50
			<u>73.30</u>		<u>9,900.50</u>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico**  
**Professional Services for the Period from December 1 to December 31, 2017**

**Detail of Content and Material Development for the Media Platforms and Media Management**

Date	Staff	Description	Hours	Rate	Value (\$)
12/1/2017	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups. Upload news on website.	0.80	95.00	76.00
12/2/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/3/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	0.90	95.00	85.50
12/4/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	1.50	95.00	142.50
12/5/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/6/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Legal document upload on website.	1.50	95.00	142.50
12/7/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/8/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	1.20	95.00	114.00
12/9/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/10/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/11/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	1.00	95.00	95.00
12/12/2017	Male Noguera	Facebook page conversation management and monitoring. Email legal motion to Francisco Del Castillo for translation. Legal document upload on website.	0.50	95.00	47.50
12/13/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	1.20	95.00	114.00
12/14/2017	Male Noguera	Website and Facebook simple metrics report. Facebook page conversation management and monitoring.	1.00	95.00	95.00
12/15/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	1.00	95.00	95.00
12/16/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/17/2017	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	0.50	95.00	47.50
12/18/2017	Male Noguera	Facebook content revisions. Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	0.90	95.00	85.50
12/19/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/20/2017	Male Noguera	Website registration forms update (revisions). Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Upload article and news on website.	1.20	95.00	114.00
12/21/2017	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups. Upload news on website. Legal document upload on website.	0.70	95.00	66.50

12/22/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	1.00	95.00	95.00
12/23/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/24/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	1.20	95.00	114.00
12/25/2017	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
12/26/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email legal motion to Francisco Del Castillo for translation.	0.80	95.00	76.00
12/27/2017	Male Noguera	Facebook new content creation: research, image selection, art design, text, undergo approval process; send new content to José Marín and María Schell for revision.	10.00	95.00	950.00
12/27/2017	Male Noguera	Facebook page posting of new approved content, boosting budget and audience selection, and conversation management and monitoring. Upload article and legal document on website.	1.40	95.00	133.00
12/28/2017	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	1.10	95.00	104.50
12/29/2017	Male Noguera	Facebook page conversation management and monitoring. Upload news on website.	0.60	95.00	57.00
12/30/2017	Male Noguera	Facebook page conversation management and monitoring. Upload news on website.	0.60	95.00	57.00
12/31/2017	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	2.00	95.00	190.00
			<u>37.10</u>		<u>3,524.50</u>

# Invoice



**Marchand ICS Group**  
-Integrated Communication Strategies-  
PO Box 8168, San Juan, PR 00910  
161 San Jorge St., Suite 402-E, San Juan, PR 00911  
Tel. (787) 765-0444

DATE	INVOICE #
1/31/2018	ORC0118

**BILL TO:**

Official Retiree Committee  
in the Commonwealth of Puerto Rico  
Sr. José Marín, President  
San Juan, PR

Due on receipt

DESCRIPTION	AMOUNT
Professional Services and Expenses, from January 1 to January 31, 2018	
Conference Calls and Project Meetings	6,872.00
Content and Material Development and Project Management	9,453.75
Content and Material Development for the Website and Website Management	4,660.00
Expenses	1,366.60

A handwritten signature in black ink, appearing to be "J. Marín", written over a horizontal line.

**TOTAL** \$22,352.35



296661

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Summary of Marchand ICS Group Hours Worked and Fees Incurred**  
**From January 1 to January 31, 2018**

<b>Name of Professional</b>	<b>Title</b>	<b>Project Calls and Meetings Hours</b>	<b>Project Management Hours</b>	<b>Media Development and Management Hours</b>	<b>Total Hours</b>	<b>Hourly Billing Rate (\$)</b>	<b>Total Value (\$)</b>
Ferdinand Diaz	Project Manager	4.70	7.50	1.50	13.70	\$ 125.00	1,712.50
Jorge Marchand	Principal	26.00	29.55	6.00	61.55	\$ 175.00	10,771.25
Male Noguera	Media Manager	8.30	5.80	35.10	49.20	\$ 95.00	4,674.00
María Schell	Business Editor	8.60	25.40	0.80	34.80	\$ 110.00	3,828.00
		<b>47.60</b>	<b>68.25</b>	<b>43.40</b>	<b>159.25</b>		<b>20,985.75</b>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico (ORC)**  
**Professional Services for the Period from January 1 to January 31, 2018**

**Detail of Conference Calls and Project Meetings**

Date	Staff	Description	Hours	Rate	Value (\$)
1/8/2018	Ferdinand Díaz	Conference call with Male Noguera and Jorge Marchand to discuss about content development and opportunities for the ORC social media platform.	0.40	125.00	50.00
1/8/2018	Jorge Marchand	Conference call with Male Noguera and Ferdinand Díaz to discuss content development for the ORC's social media platforms.	0.40	175.00	70.00
1/8/2018	Male Noguera	Conference call with Jorge Marchand and Ferdinand Díaz to discuss content development for the ORC's social media platforms.	0.40	95.00	38.00
1/8/2018	Ferdinand Díaz	Conference call with Jorge Marchand and Francisco del Castillo in way to discuss documents and communication pieces being worked in preparation for the ORC ordinary meeting.	0.50	125.00	62.50
1/8/2018	Jorge Marchand	Conference call with Francisco del Castillo and Ferdinand Díaz, in way to discuss documents and communication pieces being worked in preparation for the ORC ordinary meeting.	0.50	175.00	87.50
1/9/2018	Ferdinand Díaz	Meeting with MICS team to discuss on the progress of content development, preparation of talking points for interviews, and so on. During the meeting, [REDACTED]	3.00	125.00	375.00
1/9/2018	Jorge Marchand	Meet with MICS team to discuss status of projects being worked, such as pending content for the digital platforms, progress of content development and preparation of talking points for interviews. [REDACTED]	3.00	175.00	525.00
1/9/2018	Male Noguera	Progress and strategy meeting with MICS team, to discuss on the progress of content development, preparation of talking points for interviews, and so on. [REDACTED]	3.00	95.00	285.00
1/9/2018	María Schell	Meeting with MICS team to discuss on the progress of content development, preparation of talking points for interviews, and so on. [REDACTED]	3.00	110.00	330.00
1/10/2018	Jorge Marchand	Meeting with [REDACTED]	2.60	175.00	455.00
1/12/2018	Jorge Marchand	Meet with Yalixa Rivera, Bloomberg correspondent in Puerto Rico, to provide her with the published information on the ORC.	1.70	175.00	297.50
1/16/2018	Jorge Marchand	Meeting with the ORC's communications subcommittee (meeting attendees: Jorge Marchand, Marcos López and Carmen Núñez).	3.00	175.00	525.00
1/19/2018	Jorge Marchand	Ordinary meeting with the Committee, Héctor Mayol, Francisco Del Castillo, A.J. Bennazar, Jorge Marchand and María Schell, at the offices of Bennazar, García & Millán.	3.50	175.00	612.50

1/19/2018	Male Noguera	Ordinary meeting with the Committee, Héctor Mayol, Francisco Del Castillo, A.J. Bennazar, Jorge Marchand and María Schell at the offices of Bennazar, García & Millán.	3.50	95.00	332.50
1/19/2018	María Schell	Committee ordinary meeting at Bennazar's offices.	3.50	110.00	385.00
1/23/2018	Jorge Marchand	Conference call with María Schell and Male Noguera, to address the plan of action, before the Government's presentation of the Fiscal Plan for Puerto Rico on January 24 and discuss the content of the promotional brochure.	0.60	175.00	105.00
1/23/2018	Male Noguera	Status call with MICS team to strategize communication message about the Fiscal Plan and discussion on the content of the promotional brochure.	0.60	95.00	57.00
1/23/2018	María Schell	Conference call with MICS team to discuss on the Fiscal Plan for Puerto Rico that the Government is presenting on January 24, and discussion on the content of the promotional brochure.	0.60	110.00	66.00
1/26/2018	Jorge Marchand	Along with Sgt. Marín, attend to a meeting of retiree doctors of the organization AMJCFSE (Asociación de Médicos Jubilados del Fondo del Seguro del Estado / Association of Retired Physicians of the State Insurance Fund), and hand them copy of the ORC's brochure.	3.00	175.00	525.00
1/29/2018	Ferdinand Díaz	Participate in a conference call with [REDACTED] [REDACTED] [REDACTED] [REDACTED]	0.80	125.00	100.00
1/29/2018	Jorge Marchand	Conference call with [REDACTED] [REDACTED] [REDACTED] [REDACTED]	0.80	175.00	140.00
1/29/2018	Male Noguera	Conference call with MICS team and [REDACTED] [REDACTED] [REDACTED] [REDACTED]	0.80	95.00	76.00
1/29/2018	María Schell	Conference call with MICS team and [REDACTED] [REDACTED] [REDACTED] [REDACTED]	0.80	110.00	88.00
1/29/2018	Jorge Marchand	Conference call with [REDACTED] [REDACTED] [REDACTED]	0.60	175.00	105.00
1/30/2018	Jorge Marchand	Conference call with Francisco del Castillo and Héctor Mayol in [REDACTED]	0.60	175.00	105.00
1/31/2018	Jorge Marchand	Conference call with Francisco del Castillo and María Schell to discuss [REDACTED] [REDACTED]	0.70	175.00	122.50
1/31/2018	María Schell	Conference call with Jorge Marchand and Francisco del Castillo to discuss the talking points [REDACTED] [REDACTED]	0.70	110.00	77.00
1/31/2018	Jorge Marchand	Attend, with members of the communications sub committee, [REDACTED] [REDACTED]	2.00	175.00	350.00
1/31/2018	Jorge Marchand	Attend, with several members of the Committee, [REDACTED] [REDACTED]	3.00	175.00	525.00
			<u>47.60</u>	<u>6,872.00</u>	

<u>Fee Summary:</u>	<u>Hours</u>	<u>Rate</u>	<u>Value (\$)</u>
Ferdinand Díaz	4.70	125.00	587.50
Jorge Marchand	26.00	175.00	4,550.00
Male Noguera	8.30	95.00	788.50
María Scheil	8.60	110.00	946.00
	<u>47.60</u>		<u>6,872.00</u>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico**  
**Professional Services for the Period from January 1 to January 31, 2018**

**Detail of Content and Material Development and Project Management**

Date	Staff	Description	Hours	Rate	Value (\$)
1/2/2018	María Schell	Work on translations.	1.00	110.00	110.00
1/8/2018	Jorge Marchand	Contact the member of the communications sub committee in way to coordinate a meeting to review the plans and material for the upcoming ordinary meeting.	0.60	175.00	105.00
1/8/2018	Jorge Marchand	Follow up on Luis Benabe from the Marketing Center to discuss the [REDACTED]	1.00	175.00	175.00
1/8/2018	Jorge Marchand	Work with Ferdinand Díaz on documents and communication pieces, in preparation for the ORC ordinary meeting, in order to discuss and work on revisions with Francisco del Castillo. Work on the logistic for the meeting.	1.40	175.00	245.00
1/8/2018	Ferdinand Díaz	Work with Jorge Marchand on documents and communication pieces, assisting in the preparation for the ORC ordinary meeting, in order to discuss and work on revisions with Francisco del Castillo. Assist Jorge Marchand in preparation of the logistic for the meeting.	1.40	125.00	175.00
1/9/2018	Jorge Marchand	Contact with Francisco del Castillo and Héctor Mayol in way to coordinate their participation in the communications sub committee meeting.	0.70	175.00	122.50
1/9/2018	Jorge Marchand	Follow up on Francisco del Castillo, María Schell and Male Noguera to work on answers to questions received through the ORC's social platforms.	0.60	175.00	105.00
1/9/2018	Male Noguera	Follow up communication with María Schell, Jorge Marchand and Francisco del Castillo to work on answers to questions received through the ORC's social platforms.	0.60	95.00	57.00
1/9/2018	María Schell	Follow up communication with Jorge Marchand, Francisco del Castillo and Male Noguera to work on answers to questions received through the ORC's social platforms.	0.60	110.00	66.00
1/9/2018	María Schell	Work on Status Memo and content research.	2.00	110.00	220.00
1/10/2018	Ferdinand Díaz	Follow up on Luis Benabe and Denise Bothwell, from the Marketing Center, [REDACTED]	0.60	125.00	75.00
1/10/2018	Ferdinand Díaz	Follow up on Héctor Mayol and Francisco del Castillo to get their approval to the text drafted for the ORC brochure.	0.70	125.00	87.50
1/10/2018	María Schell	Work on content development.	1.00	110.00	110.00
1/10/2018	Jorge Marchand	Follow up on Denise Bothwell from the Marketing Center and Francisco del Castillo [REDACTED]	1.00	175.00	175.00
1/11/2018	Ferdinand Díaz	Contact with Francisco del Castillo and MICS team in way to review the first draft [REDACTED]	1.40	125.00	175.00
1/11/2018	Jorge Marchand	Contact with Francisco del Castillo and MICS team in way to review the [REDACTED]	1.40	175.00	245.00
1/11/2018	María Schell	Contact with Francisco del Castillo and MICS team in way to review [REDACTED]	1.40	110.00	154.00
1/11/2018	Jorge Marchand	Communication with María Schell to discuss the status memo, in preparation for the ORC meeting.	0.60	175.00	105.00

1/11/2018	María Schell	Contact with Jorge Marchand to discuss the status memo, in preparation for the ORC meeting.	0.60	110.00	66.00
1/11/2018	María Schell	Work on content development.	5.00	110.00	550.00
1/12/2018	Jorge Marchand	Contact with Sgt. José Marín, in preparation for the ORC meeting.	0.60	175.00	105.00
1/12/2018	María Schell	Work on content.	0.50	110.00	55.00
1/12/2018	Jorge Marchand	Follow up communication with Denise Bothwell from the Marketing Center, [REDACTED]	0.60	175.00	105.00
1/15/2018	Jorge Marchand	Prepare for the communications subcommittee meeting of the ORC, analysis of documents and preparation of the agenda.	1.00	175.00	175.00
1/16/2018	Jorge Marchand	Contact Denise Bothwell of The Marketing Center, to discuss [REDACTED] [REDACTED] [REDACTED]	0.60	175.00	105.00
1/16/2018	Jorge Marchand	Follow-up to [REDACTED] [REDACTED] [REDACTED]	0.70	175.00	122.50
1/17/2018	Jorge Marchand	Contact with Melissa Root to provide information on the results of the meeting with the communications sub committee, [REDACTED] [REDACTED]	0.40	175.00	70.00
1/17/2018	Jorge Marchand	Contact with María Schell and Francisco del Castillo to work on an answer to questions received through the ORC's digital platforms	0.40	175.00	70.00
1/17/2018	María Schell	Work with Jorge Marchand on answers to questions received through the ORC's digital platforms.	0.20	110.00	22.00
1/17/2018	Jorge Marchand	Communication with Francisco del Castillo and review of received documents, related to his changes to the interview guide in the media.	0.50	175.00	87.50
1/17/2018	Jorge Marchand	Contact Mildred Rivera from GFR Media and send her the press release on the launching of the ORC digital platforms.	0.50	175.00	87.50
1/18/2018	Jorge Marchand	Communication with Male Noguera about changes to the presentation prepared for the ORC meeting.	0.50	175.00	87.50
1/18/2018	Male Noguera	Planning presentation for the ordinary meeting: digital platform metrics and analysis of the performance of the Facebook and web pages. Work with Jorge Marchand on revisions to the presentation.	4.50	95.00	427.50
1/18/2018	María Schell	Work on translations.	1.50	110.00	165.00
1/18/2018	Jorge Marchand	Communication with Melissa Root and Denise Bothwell of "The Marketing Center", [REDACTED]	1.00	175.00	175.00
1/19/2018	Jorge Marchand	Final revision to the presentation prepared for the ORC meeting. Communication with Male Noguera about final changes to the presentation.	0.50	175.00	87.50
1/19/2018	Male Noguera	Communication with Jorge Marchand about final changes to the presentation prepared for the ORC meeting. Work on changes to the presentation.	0.70	95.00	66.50
1/19/2018	Jorge Marchand	Contact with María Schell to discuss the document worked as a draft [REDACTED]	0.50	175.00	87.50
1/19/2018	María Schell	Contact with Jorge Marchand to discuss the document worked as a [REDACTED]	0.50	110.00	55.00
1/19/2018	Jorge Marchand	Final preparation of documents to be delivered at the ORC meeting. Analysis of the data related to the metrics of the ORC digital platforms for the presentation.	0.60	175.00	105.00
1/19/2018	Jorge Marchand	Along with María Schell and Francisco del Castillo, revisions to the guiding questions for José Marín.	0.70	175.00	122.50

1/19/2018	María Schell	Revisions to the guiding questions for José Marín with María Schell and Francisco del Castillo.	0.70	110.00	77.00
1/22/2018	María Schell	Work on content development and preparation of Status Memo.	2.00	110.00	220.00
1/22/2018	Jorge Marchand	Follow up on María Schell, Male Noguera and Francisco del Castillo on the topics discussed on the ORC's ordinary meeting and MICS team's to do list.	0.40	175.00	70.00
1/23/2018	Jorge Marchand	Work together with MICS team the reviews for the promotional and informative brochure of the ORC.	0.30	175.00	52.50
1/23/2018	Jorge Marchand	Follow up contact with [REDACTED] [REDACTED] [REDACTED] [REDACTED]	0.70	175.00	122.50
1/23/2018	Jorge Marchand	Contact with several ORC members to request review and aproval of the brochure in way to have the material printed. Request Sgt. Marín approval of the amount of brochures to be printed and contact Carlos Delgado, from CD Imprint, to request the printing of 500 brochures as approved by Sgt. Marín.	2.00	175.00	350.00
1/24/2018	Jorge Marchand	Follow up on Carlos Delgado, from CD Imprint, on the status of the brochure printing and coordinate the material pick up.	0.50	175.00	87.50
1/24/2018	Jorge Marchand	Contact Miguel Fabre, member of the communications sub committee, to have him revise the facebook content being developed.	0.50	175.00	87.50
1/24/2018	María Schell	Work on content development.	1.00	110.00	110.00
1/24/2018	Jorge Marchand	Contact Francisco del Castillo to have him revise the proposed content to be uploaded on the ORCs digital platforms regarding the Government Fiscal Plan.	0.70	175.00	122.50
1/24/2018	Jorge Marchand	Contact with Mildred Rivera from El Nuevo Día and Sgt. José Marín on the interest of the reporter to interview some of the ORC members.	0.70	175.00	122.50
1/25/2018	Jorge Marchand	Contact with Francisco del Castillo and MICS team in way to have content related to the recently published Government Fiscal Plan revised and uploaded to the ORCs digital platforms.	0.70	175.00	122.50
1/25/2018	Jorge Marchand	Contact with Sgt. José Marín and Francisco del Castillo to discuss the development of a one pager to be inserted in payment slips of retired organizations.	0.75	175.00	131.25
1/26/2018	Jorge Marchand	After attending the meeting of the Association of Retired Physicians of the State Insurance Fund (AMJCFSE: Asociación de Médicos Jubilados del Fondo del Seguro del Estado), send the attendees an electronic copy of the ORC promotional brochure, as requested. Prepare an electronic assistance list and send it to Dr. Luz Torres, President of the AMJCFSE.	0.50	175.00	87.50
1/26/2018	Jorge Marchand	Contact with Francisco del Castillo, Male Noguera and María Schell to revise the content and size of the insert being worked for retirees payment slips.	0.80	175.00	140.00
1/27/2018	María Schell	Work on content development.	2.00	110.00	220.00
1/28/2018	María Schell	Work on content.	1.00	110.00	110.00
1/29/2018	Jorge Marchand	Follow up on Mildred Rivera from El Nuevo Día to confirm the attendance of the ORC members to the interview.	0.40	175.00	70.00
1/29/2018	Jorge Marchand	Revisions to an article written by María Schell to be published in the ORCs different platforms.	0.70	175.00	122.50
1/29/2018	María Schell	Work on content.	1.50	110.00	165.00
1/30/2018	Ferdinand Díaz	Media monitoring; send articles published by several media in the island, where the ERS Administrator stated that there will be no reduction to pensions.	0.40	125.00	50.00

1/30/2018	Ferdinand Díaz	Distribute the [REDACTED]	0.60	125.00	75.00
1/30/2018	Ferdinand Díaz	Work on bullets for the ORC's insert, and send it to María Schell for revisions.	0.70	125.00	87.50
1/30/2018	María Schell	Work on revisions to the ORC's insert.	0.40	110.00	44.00
1/30/2018	Ferdinand Díaz	Contact Francisco del Castillo and Héctor Mayol in request for Roberto Aquino's information in way to have Luis Benabe from Marketing Center contact him.	0.70	125.00	87.50
1/30/2018	Jorge Marchand	Contact with Melissa Root to discuss content sent regarding Laura Taylor Swain on the GO Bondholders Lawsuit.	0.60	175.00	105.00
1/30/2018	Jorge Marchand	Follow up on Luis Benabe from the Marketing Center to discuss the [REDACTED]	0.60	175.00	105.00
1/30/2018	María Schell	Content development.	1.00	110.00	110.00
1/30/2018	Jorge Marchand	Prepare to attend with several members of the ORC a meeting with retirees at the Labor Department to talk about the ORC.	1.70	175.00	297.50
1/31/2018	Jorge Marchand	Contact with Melissa Root and Robert Gordon to discuss and inform on the posts being worked for the ORCs facebook and web page after Judge Swain on the HTA.	0.60	175.00	105.00
1/31/2018	Ferdinand Díaz	Media monitoring; send articles published in several media talking about recent decisions made by Judge Laura Taylor Swain and a study performed by AARP.	1.00	125.00	125.00
1/31/2018	María Schell	Content Development.	1.50	110.00	165.00
			<u>68.25</u>		<u>9,453.75</u>

<u>Fee Summary:</u>	<u>Hours</u>	<u>Rate</u>	<u>Value (\$)</u>
Ferdinand Díaz	7.50	125.00	937.50
Jorge Marchand	29.55	175.00	5,171.25
Male Noguera	5.80	95.00	551.00
María Schell	25.40	110.00	2,794.00
	<u>68.25</u>		<u>9,453.75</u>

**Marchand ICS Group**  
**Client: Official Retiree Committee, in the Commonwealth of Puerto Rico**  
**Professional Services for the Period from January 1 to January 31, 2018**

**Detail of Content and Material Development for the Media Platforms and Media Management**

Date	Staff	Description	Hours	Rate	Value (\$)
1/1/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/2/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	1.00	95.00	95.00
1/3/2018	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	0.90	95.00	85.50
1/4/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	0.80	95.00	76.00
1/5/2018	Male Noguera	Facebook page conversation management and monitoring. Upload legal motion on website.	0.70	95.00	66.50
1/6/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/7/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	1.20	95.00	114.00
1/8/2018	Jorge Marchand	Contact José Acaron, National Director for AARP, in way to coordinate efforts to promote the ORC's web page and social medias in their digital platforms.	0.70	175.00	122.50
1/8/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/8/2018	Jorge Marchand	Work with Male Noguera, María Schell, Ferdinand Díaz and Francisco del Castillo on answers to questions received trough the ORCs social media platform	1.80	175.00	315.00
1/9/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/9/2018	Jorge Marchand	Communication between MICS team and Francisco Del Castillo, to discuss a response to a Facebook user's question.	0.20	175.00	35.00
1/9/2018	Male Noguera	Communication between MICS team and Francisco Del Castillo, to discuss a response to a Facebook user's question.	0.20	95.00	19.00
1/9/2018	María Schell	Communication between MICS team and Francisco Del Castillo, to discuss a response to a Facebook user's question.	0.20	110.00	22.00
1/10/2018	Male Noguera	Facebook page conversation management and monitoring. Email between MICS team and Francisco Del Castillo to discuss a response to a Facebook users questions.	0.80	95.00	76.00
1/10/2018	Ferdinand Díaz	Media monitoring and follow up on Male Noguera, to have her upload to the ORC's digital platforms the article written by Sgt. José Marín and published by El Nuevo Día.	0.60	125.00	75.00
1/10/2018	Ferdinand Díaz	Follow up on Male Noguera to coordinate posts of the ORC on AARP's digital platforms.	0.40	125.00	50.00
1/11/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/11/2018	Ferdinand Díaz	Contact José Acarón, National Director for AARP, in way to get the specs for the ORC's posts that their organization will share.	0.50	125.00	62.50
1/11/2018	Jorge Marchand	Follow up on Eddie Olvera from AARP to have them upload the ORC promotion in their digital platforms.	0.60	175.00	105.00
1/12/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email between MICS team and Francisco Del Castillo to approve Facebook new content. Content strategy, management and creation for alliance with AARP-Puerto Rico.	3.20	95.00	304.00

1/12/2018	Jorge Marchand	Follow up on Eddie Olivera and Male Noguera in way to prepare content to be shared in AARPs social media.	1.80	175.00	315.00
1/13/2018	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	0.90	95.00	85.50
1/14/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/15/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	0.80	95.00	76.00
1/16/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring.	0.80	95.00	76.00
1/17/2018	Male Noguera	Facebook page conversation management and monitoring. Planning presentation for the ordinary meeting: digital platform metrics and analysis of the performance of the Facebook and web pages.	4.90	95.00	465.50
1/18/2018	Male Noguera	Facebook page conversation management and monitoring.	0.60	95.00	57.00
1/19/2018	Male Noguera	Facebook page conversation management and monitoring.	0.70	95.00	66.50
1/20/2018	Male Noguera	Facebook page conversation management and monitoring. Email marketing platform, ORC's email and registration form checkups.	0.90	95.00	85.50
1/21/2018	Male Noguera	Facebook page conversation management and monitoring. Upload news on website.	0.70	95.00	66.50
1/22/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Content creation (text and image) to explain what is the fiscal plan to Facebook users, and invite users to register to the website to receive a copy of the new fiscal plan on Jan. 24-25.	1.80	95.00	171.00
1/22/2018	Jorge Marchand	Review the text of the announcement of the Fiscal Plan that will be published on the digital platforms of the ORC.	0.30	175.00	52.50
1/22/2018	Jorge Marchand	Follow up on Maria Schell, Male Noguera and Francisco del Castillo, on the ad that will be published on the ORC's social media platforms, addressing the presentation of the Fiscal Plan by Government on January 24.	0.60	175.00	105.00
1/22/2018	Male Noguera	Communication between MICS team and Francisco Del Castillo to discuss and obtain revisions, recommendations and final approval of Facebook post content, related to the explanation of what is the fiscal plan, and invite users to register to the website to receive a copy of the new fiscal plan on Jan. 24-25.	0.60	95.00	57.00
1/22/2018	Maria Schell	Communication between MICS team and Francisco Del Castillo to discuss and revise Facebook post content, related to the explanation of what is the fiscal plan, and invite users to register to the website to receive a copy of the new fiscal plan on Jan. 24-25.	0.60	110.00	66.00
1/23/2018	Male Noguera	Facebook page conversation management and monitoring. Upload news on website.	1.10	95.00	104.50
1/24/2018	Male Noguera	Facebook page conversation management and monitoring. Upload news and article on website.	1.00	95.00	95.00
1/25/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Email legal motion to Francisco Del Castillo for translation. Upload news on website. Fiscal Plan email drop/Newsletter design, approval process and mailing.	2.10	95.00	199.50
1/26/2018	Male Noguera	Facebook page conversation management and monitoring. Upload legal motion on website. Email marketing platform, ORC's email and registration form checkups.	0.90	95.00	85.50
1/27/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50

1/28/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Emails sent to users interested in receiving a copy of the Government's Fiscal Plan.	1.60	95.00	152.00
1/29/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/30/2018	Male Noguera	Facebook page conversation management and monitoring.	0.50	95.00	47.50
1/31/2018	Male Noguera	Facebook page posting, boosting budget and audience selection, and conversation management and monitoring. Upload article on website. Email drop/Newsletter design, approval process and mailing (email about the ORC's expressions after reading fiscal plan). Email marketing platform, ORC's email and registration form checkups.	2.40	95.00	228.00
			<u>43.40</u>		<u>4,660.00</u>

<u>Fee Summary:</u>	<u>Hours</u>	<u>Rate</u>	<u>Value (\$)</u>
Ferdinand Díaz	1.50	125.00	187.50
Jorge Marchand	6.00	175.00	1,050.00
Male Noguera	35.10	95.00	3,334.50
María Schell	0.80	110.00	88.00
	<u>43.40</u>		<u>4,660.00</u>